

Objects on Loan – Create

Purpose Use this procedure to record agency items that have been issued to an employee for business purposes.

Trigger Perform this procedure when tracking agency items that have been issued to an employee.

Prerequisites • None.

End User Roles In order to perform this transaction you must be assigned the following role:
Personnel Administration Processor










Change History	
Date	Change Description
9/4/2009	New procedure name (previous: Badge Number Assignment – Objects on Loan) and template. The overall procedure has been changed and is now generic.

Menu Path Human Resources → Personnel Management → Administration → HR Master Data
→ Maintain

Transaction Code PA30

Helpful Hints	None.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

HR master data Edit Goto Extras Utilities(M) Settings System Help

Maintain HR Master Data

Personnel no. 40000094

Name BELL MISTY

PersArea 2350 Dept of Labor & Industries EEGroup 0 Permanent

PSubarea 00HA WFSE Agencywide EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Payroll Benefits Time Recording **Addtl. Personal Data** Planning Data

Infotype text E

Monitoring of Tasks

Family Member/Dependents

Education

Other/Previous Employers

Objects on Loan

Additional Personal Data

Military Service

Residence Status

Communication

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose


Direct selection

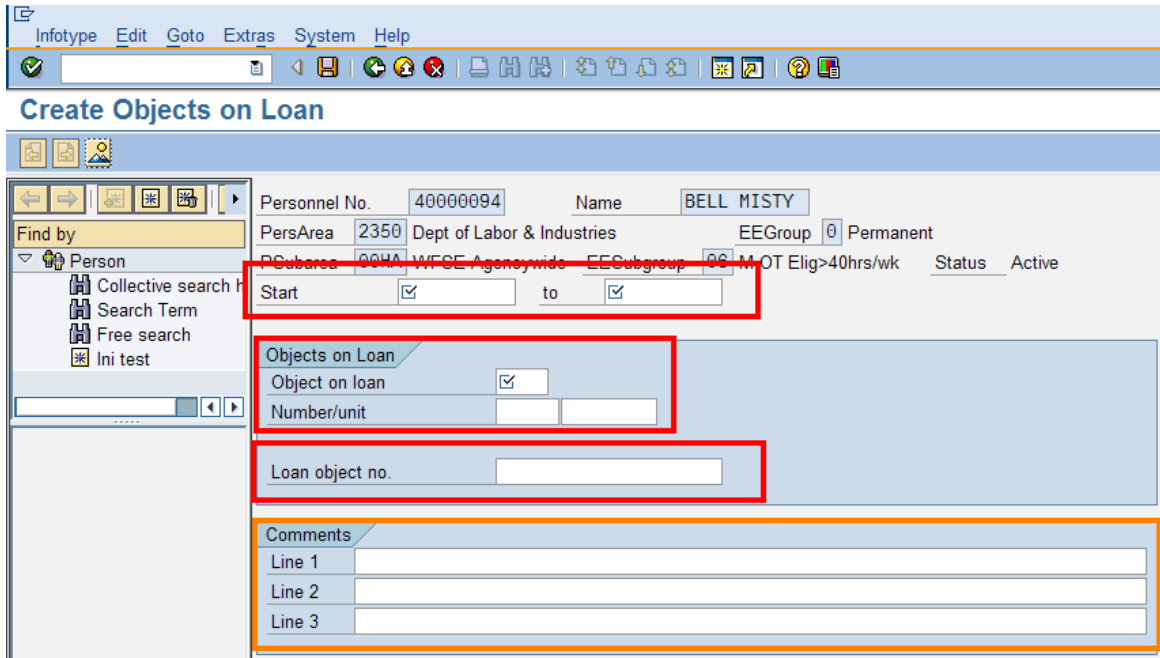
Infotype STy

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 40000094





3. Click (Enter) to validate the information.
4. Click **Addtl. Personal Data** to select.
5. Click the box to the left of **Objects on Loan** to select.

6. Click  (Create) to create a new record.




The screenshot shows the 'Create Objects on Loan' form. The top section contains fields for Personnel No. (40000094), Name (BELL MISTY), PersArea (2350), Dept of Labor & Industries, EEGroup (0), Permanent, PCubarea (00HA), WECE Agencywide, EESubgroup (00), MOT Elig>40hrs/wk, and Status (Active). Below these are checkboxes for Start and to. The 'Objects on Loan' section has checkboxes for Object on loan and Number/unit. A 'Loan object no.' field is also present. The bottom section contains three lines for comments.

7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. Example: 07/01/2009
to	R	It specifies the end date of a record. Example: 12/31/9999
Object on Loan	R	This allows for an agency to track specific State-owned assets that have been loaned to an employee.  Click the  (Matchcode) to open the selection list. Example: 07 (ID Badge / Security Pass)
Number/unit	O	This is a combination of fields that defines the number to be compensated.  Click the  (Matchcode) to open the selection list. Example: 1 Piece

Loan object no.	O	This can be used to track the serial number or agency assigned inventory number.
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Comments	O	<p>This is used to document additional information, an observation or statement.</p> <p> When validating your entry, an infotype message will automatically be generated. This is the Maintain Text feature.</p>
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Infotype Edit Goto Extras System Help

Create Objects on Loan

Personnel No. 40000094 Name BELL MISTY

PersArea 2350 Dept of Labor & Industries EEGroup 0 Permanent

PSubarea 00HA WFSE Agencywide EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 07/01/2009 to 12/31/9999

Objects on Loan

Object on loan 07 ID Badge / Security Pass

Number/unit



Loan object no. DD45615786

Comments

Line 1 new key pass has been issued.

Line 2

Line 3

- Click  (Enter) to validate the information.
- Click  (Save) to save.
- You have completed this transaction.

Results
You have successfully created Objects on Loan (0040) infotype.
Comments
None.